

NeSA Document Information and Responsibilities

<u>Document</u>	<u>Secure</u>	<u>Action</u>
NeSA-Writing Test P/P Booklets	Yes	Blank and Used Return to DRC
NeSA-Writing Administration Manual	No	Discard
NeSA-Writing Scratch Paper	Yes	Return to Test Administrator to be destroyed
NeSA-Writing Student Test Tickets	Yes	Destroy after testing
NeSA-Writing Spanish Translated P/P Booklets	Yes	Blank and Used Return to DRC
NeSA-Writing District Developed Materials-Translation other than Spanish, Braille, Large-Print	Yes	Destroy after testing
NeSA-Writing Transcription Envelope	Yes	Return to DRC, used or unused
NeSA-Writing Transcription: Copy of Transcription, Original Student Response	Yes	Return to DRC in NeSA-Writing Transcription Envelope. Note: Used P/P NeSA-Writing Test Booklets should not be returned in the Transcription Envelope.
NeSA-Writing Labels (PreID, District/School, Do Not Score, UPS Return Shipment, DRC Return Shipment)	No	After appropriate documents are returned to DRC, destroy documents with any confidential information; discard the rest.
NeSA-Writing School Packing List	No	Discard or keep on file
NeSA-Writing Security Checklist	Yes	Keep on file after materials are returned to DRC

NeSA Document Information and Responsibilities

<u>Document</u>	<u>Secure</u>	<u>Action</u>
NeSA-R, M, S Test P/P Booklets	Yes	Return to DRC
NeSA-R, M, S Administration Manual	No	Discard
NeSA-R, M, S Administration Manual-Spanish	No	Discard
NeSA-R, M, S Scratch Paper	Yes	Return to Test Administrator to be destroyed
NeSA-R, M, S Student Test Tickets	Yes	Destroy after testing
NeSA-R, M, S Spanish Translated P/P Booklets	Yes	Return to DRC
NeSA-R, M, S Answer Sheets	Yes	Blank and Used Return to DRC
NeSA-R, M, S Spanish Audio CDs	Yes	Return the original to DRC; Return copies to Test Administrator to be destroyed
NeSA-R, M, S Braille, Large-Print Test Booklets	Yes	Return to DRC
NeSA-R, M, S District Developed Materials-Translations other than Spanish	Yes	Return to Test Administrator to be destroyed
NeSA-R, M, S Labels (PreID, District/School, Do Not Score, UPS Return Shipment, DRC Return Shipment)	No	After appropriate documents are returned to DRC, destroy documents with any confidential information; discard the rest.
NeSA-R, M, S School Packing List	No	Discard or keep on file
NeSA-R, M, S Security Checklist	Yes	Keep on file after materials are returned to DRC
Alternate NeSA-R, M, S Test P/P Test Administration Manual	Yes	Return to DRC